

ADMINISTRATOR REPORT

January 27, 2016

TO: Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: February 2, 2016 Board of Supervisors Meeting

Tuesday, February 9th –
5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
6:30 PM – FAC

Tuesday, February 23rd –
7 PM – Joint Committee Meeting – Campbell County Technical Center (Good, Gunter)

2:30 PM Public Works / Community Economic Development Committee - [Agenda](#)
Board Multi-Use Room (Gunter / Puckett)

4:00 PM Call to Order by Chairman Zehr and Pledge of Allegiance
Invocation by Supervisor Puckett

1. APPROVAL OF MINUTES

- a. [December 1, 2015](#) – Regular Meeting
- b. [January 5, 2016](#) – Regular Meeting

2. APPEARANCES

Nicole Booker, Program Director

- a. [CAMPBELL COUNTY YOUTH ADVISORY COUNCIL](#) (5 minutes)

The Campbell County Youth Advisory Council would like time before the Board to introduce themselves, tell about the schools they represent, and the council's mission ([letter of request attached](#)).

RECOMMENDATION: No action required.

Jon Hardie, President of the Landfill Citizens Group

- b. [LANDFILL CONCERNS](#) (10 minutes)

Mr. Jon Hardie, President of the Landfill Citizens Group, is requesting time to inform the Board of the impact the Regional Services Authority landfill is having on the community.

RECOMMENDATION: No action required.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. CONCEAL CARRY RECIPROCITY

Recently the Virginia Attorney General took action to revoke reciprocity agreements with other states with regard to conceal carry weapons permits. This would impede Virginia gun owners from carrying weapons across state lines.

Supervisor Zehr requested staff prepare the included resolution to communicate the Board's objection to the Attorney General's actions and ask the General Assembly to amend Section 18.2-308.014 of the Virginia Code (see below) to have consistent reciprocity with other states.

RECOMMENDATION: Staff recommends the Board consider and act upon the attached resolution.

Shameka W. Davenport, Human Resources Director

b. COUNTY EMPLOYEE HANDBOOK UPDATES (5 minutes)

The County Employee Handbook has not been revised for a couple years. Several areas only needed minor changes. The [edited version of the document](#) is attached electronically.

RECOMMENDATION: Staff recommends approval of the updates in order to ensure that all policies remain current.

Tracy M. Fairchild, Public Safety Director

c. EMERGENCY OPERATIONS PLAN (EOP) REVISION (10 Minutes)

The State requires each locality to revise, update, and formally adopt their Emergency Operations Plan (EOP) every four years. The Department of Public Safety is responsible for the maintenance and accuracy of the County's All Hazards Emergency Operations Plan in accordance to State guidance. The Virginia Department of Emergency Management has reviewed our revisions and found the [attached electronic document](#) to be compliant with all State requirements. ([Draft resolution attached.](#))

RECOMMENDATION: Staff recommends the Board adopt the County's revised Emergency Operations Plan and authorizes staff to update as necessary for State compliance and accuracy and adopt the attached draft resolution.

Clif Tweedy, Deputy County Administrator

d. HIGHWAY MATTERS (10 minutes)

I. STATUS OF OUTSTANDING HIGHWAY MATTERS: [See attached report.](#)

ii. HIGHWAY MATTERS ACTION ITEMS: None

iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters. Requests will be forwarded to VDOT as appropriate.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

Frank J. Rogers, County Administrator

e. [CANOE LAUNCH PROJECT - ALTAVISTA](#) (5 minutes)

The Town of Altavista has an interest in providing an additional canoe launch facility to expand the use of the existing blue way. A County site along Route 43 has been identified for the construction of the launch. The Town is presently pursuing all available grant opportunities to offset costs and has approached the County ([see attached](#)) to explore the possibility of collaboration wherein the County would provide some in-kind support to the project as a means of offsetting the cost and enhancing the available local match to leverage against grant funds.

The proposed canoe launch is in keeping with the County's approved initiatives to expand and promote the blue ways as recreational opportunities. In addition, the additional launch site is anticipated to have a positive economic benefit by way of providing additional visitors to the County, Altavista, and Brookneal.

RECOMMENDATION: Staff recommends the Board authorize staff to coordinate efforts with the Town of Altavista for the construction of the canoe launch through the provision of in-kind construction support in an amount not to exceed \$60,000.

f. [FY 2017 ANNUAL PRIORITY INITIATIVES](#) (5 minutes)

The County's Priority Initiatives System (PIPT) serves to identify and track key initiatives, programs, and services that the County organization is engaged in. The system serves as an instrument to provide sound long term planning and accountability and ensures that staff efforts align with the priorities of the Board of Supervisors.

[Attached is the draft FY 2017 Priority Initiatives](#); the Board is encouraged to review each of the initiatives identified, but in particular to items identified as "New." Once approved, this list of priorities will provide the Board's direction to staff as to how best direct financial and personnel resources in the coming budget. The Budget Committee will present a budget based upon the priorities adopted by the Board.

RECOMMENDATION: Following review, staff is requesting the Board provide any amendments they deem appropriate and adopt the FY 2017 Priority Initiatives.

4. CONSENT AGENDA

a. APPROPRIATIONS

Attached is an appropriation listing for the Board's consideration.

b. COUNTY ATTORNEY INVOICE

Attached for your approval is a \$4,797.86 invoice from the County Attorney for services rendered in the month of January 2016.

c. FY2016 HEALTH DEPARTMENT AGREEMENT

Each year the County receives a "Local Government Agreement" from the Health Department, which requires the County to appropriate local funds as the matching portion of funds appropriated by the State to operate the Campbell County Health Department. This year's local appropriation requested in the agreement, \$398,473 is less than the budgeted amount of \$409,181. [Agreement attached.](#)

d. MOBILE AIR TRAILER

The Campbell County Public Safety Department solicited bids from interested firms to procure a mobile breathing air compressor system. This unit will be used to provide an unlimited air supply on the scene of incidents and have the capability to fill onboard breathing air systems on fire apparatus and standalone cascade systems in buildings.

Two (2) bids were received and the lowest responsive and responsible bid was submitted by Stallion Air, Inc. for a total base bid amount of \$54,740.80 plus an upgrade option 1 of upgrading to a 20hp compressor. Bid summary included in this agenda.

Funding for the mobile breathing air compressor system in the amount of \$58,750 has been appropriated in line item #4-302-094300-0061 – Mobile Breathing Air Trailer Build for the purchase of the above trailer and some small purchases such as striping and scene lighting (not included).

e. 2015 FORD F150 SUPER CAB 4X4 – ANIMAL CONTROL

The current Animal Control Vehicle, a 2001 General Motors Pickup Truck, has reached the end of its service life. A cooperative agreement with the City of Chesapeake and Colonial Ford Truck Sales in Richmond, VA would allow the purchase of a 2015 Ford F150 Supercab 4x4 with a long bed option for an approximate price of \$26,529.08. This vehicle is needed for an improved payload capacity and is essential for carrying the much-needed equipment of varying sized animal cages that are required to perform Animal Control functions.

Procuring this vehicle under this cooperative procurement with the City of Chesapeake requires permission from the board and would save approximately \$3,000.00. Sufficient funds for this

acquisition are budgeted in line item 4-302-094300-0045 – Vehicles/Public Safety in the FY16 budget.

f. **SHERIFF’S OFFICE SECURITY IMPROVEMENTS**

The Sheriff’s Department is interested in installing additional security measures at their facility to better “harden” the office against potential threats. Because of savings realized in the acquisition of the x-ray system and metal detector for the Courthouse, funds are available within the adopted CIP. However because the funds would be used for projects outside the scope of that initially considered at the time the CIP was adopted, staff respectfully requests the Board’s concurrence to utilize the remaining funds, approximately \$15,000, to enhance security of the Sheriff’s Office facility.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$4,797.86;**
- c. Staff recommends the Board authorize the County Administrator to sign the FY2016 cooperative agreement with the Health Department;**
- d. Staff recommends the lowest responsive and responsible bid from Stallion Air, Inc. be accepted for the provision of procuring a mobile breathing air compressor trailer system.**
- e. Staff recommends that the Board of Supervisors approve the cooperative agreement with the City of Chesapeake to purchase a Ford F150 Supercab 4x4 with a long bed and to utilize Colonial Ford Truck Sales as the awarded contract vendor. Funds are available in the FY16 CIP to purchase the ambulance in 4-302-094300-0045 – Vehicles-Animal Control.**
- f. Staff recommends the Board authorize staff to enhance security measures at the Sheriff’s Office with the use of funds available because of savings realized in the acquisition of the x-ray system and metal detector for the Courthouse.**

5. APPOINTMENTS

A [list of appointments is attached](#) for your consideration.

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING

Staff is requesting the Campbell County Board of Supervisors enter into a closed meeting in accordance with [Section 2.2-3711 \(A\) \(1\) of the Code of Virginia](#) to discuss legal matters related to personnel matters and in accordance with [Section 2.2-3711 \(A\) \(7\) of the Code of Virginia](#) to consult with legal pertaining to actual or probable litigation.

5:30 P.M.

8. **PUBLIC HEARINGS**

None

9. **AGENCY MINUTES AND REPORTS**

- | | | |
|----|---------------------------------------------------------|-------------------|
| a. | Administration/Human Services Committee | January 5, 2016 |
| b. | Department of Social Services Board | November 18, 2015 |
| c. | Department of Social Services Board | December 16, 2015 |
| d. | Library Board | November 16, 2015 |
| e. | Recreation Advisory Council | November 17, 2015 |
| f. | School Board | December 14, 2015 |

10. **INFORMATIONAL ITEMS**

- | | | |
|----|---------------------------------------------------------------------------|------------------|
| a. | Board of Supervisors – Committee and Board Assignments | January 5, 2016 |
| b. | Department of Social Services Annual Report | 2014-2015 |
| c. | Report – Treasurer | December 2015 |
| d. | Report – Unassigned Cash Balance | December 2015 |
| e. | Report – Unassigned Fund Balance | December 2015 |
| f. | School Board – Budget Public Hearing Notice | January 8, 2016 |
| g. | Planning Commission – A-1 Lot Size and Front Setback 2016 | January 26, 2016 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 01/21/16

Items marked with an asterisk (*) are changed from the previously published schedule
Underlined items are special meetings

Tuesday, February 2nd –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled

Tuesday, February 9th –

- 5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)
- 6:30 PM – FAC

Tuesday, February 16th – 4 PM – No Board workshop currently scheduled

Tuesday, February 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, March 1st –

- 2:30 PM– Public Safety Committee –
Board Level Multi-Use Room – (Borland, Goldsmith)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings, none are currently scheduled
- *6:00 PM - Cooperative Extension Dinner

Tuesday, March 15th – 4 PM – No Board workshop currently scheduled

Tuesday, April 5th –

- 2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM – Public Hearings, none are currently scheduled

Tuesday, April 12th – 4 PM – Budget work session (Multi-Use Room)

Thursday, April 14th – 4 PM – Budget work session (Multi-Use Room) (if needed)

Tuesday, May 3rd –

- 2:30 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Gunter, Puckett)
- 4 PM – Regular Administrative Business Meeting
- 5:30 PM– Public Hearings – none are currently scheduled

Tuesday, May 17th – 4 PM – Final Budget Presentation & Adoption

Tuesday, May 24th – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, June 7th –

2:30 PM– Public Safety Committee –
Board Level Multi-Use Room – (Borland, Goldsmith)
4 PM – Regular Administrative Business Meeting
5:30 PM– Public Hearings, none are currently scheduled

Tuesday, July 5th –

2:30 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Rousseau, Zehr)
4 PM – Regular Administrative Business Meeting
5:30 PM – Public Hearings, none are currently scheduled

Tuesday, July 19th – 4 PM – No Board workshop currently scheduled